

Kalkaska County Board of Commissioners
Committee Meeting Minutes
May 9, 2018
(UNAPPROVED)

The following meetings are held in Commissioner Chambers, Admin Building, 605 N Birch Street, Kalkaska, MI

Judiciary & Public Safety: 9:00 AM

Meeting called to order by Committee Chair Sweet at 9:00 AM. Present Commissioners James Sweet, David Comai, Truman Bicum and Deputy County Clerk Dawn Balhorn.

Public Input: None

Appointments:

EMS Manager Mike Thompson: Thompson absent, copy of March report filed with Clerk.

Sheriff Patrick Whiteford: Whiteford absent.

Sweet noted emergency drill to be rescheduled. Discussion.

Public Input: None

Meeting Adjourned at 9:18 PM.

Health & Welfare: 10:00 AM

Meeting called to order by Committee Chair Comai at 10:04 AM. Present Commissioners David Comai, Patty Cox, James Sweet and Deputy County Clerk Dawn Balhorn.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee noting status of Commission on Aging remodel (services returned from Civic Center); noted request for county auction date. March COA minutes filed with Clerk.

Library Director John Roberts: Roberts addressed Committee (copy of April report filed with Clerk). Discussion.

Committee Chair Comai noted review of COA

Public Input: None

Meeting adjourned at 10:30 AM.

DPW: 11:00AM

Meeting called to order by Committee Chair Bicum at 11:01 AM. Present Commissioners Truman Bicum, Craig Crambell, Stuart McKinnon and Deputy County Clerk Dawn Balhorn.

Public Input:

Ronald O'Brien: O'Brien addressed Committee noting concerns with hot water issue with no signage at the Kaliseum, concerns with Director Oliwa communication advising him he was ban and request to return to Kaliseum; O'Brien noted his own knowledge, certifications of the operations, prior involvement in Kaliseum; noted handling of matters in Grand Traverse County bans were limited for 1 to 2 days; noted communication for refund and referral to Commissioner Bicum;

request now for reversal of ban from Kaliseum; O'Brien noted concern to move forward, not negativity. (Committee noted Chair Bicum to review with Director)

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting status of parking lot repair, pending RFP and then advertise for sealed bids; status of recycle trailer placement. Discussion; to hold Special DPW meeting for review of RFP's/review by Chair Bicum.

Soil Conservation, Mark Randolph: Randolph provided May report, status of tree planting projects, upcoming Hazardous Waste collection in July (Randolph to provide flyers) and Manistee River clean-up days in July and August.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee; (copy of April monthly report filed with Clerk) noted need for life guards, sales, pool repairs and boiler malfunction. Oliwa provided cost report for pool area and schedule of upcoming events; noted humidity and need for Kaliseum mechanical upgrades; noted request for membership refund. Discussion.

Consensus to Motion to approve Brittney Morehouse membership reclassification refund of \$200.00 from family to single. Oliwa noted need for telephone services; discussion (to review with IT Committee). Oliwa noted following Parks and Recreation meeting he calculated costs for pool operations; information provided for review of consideration of pool fees.

Log Lake Caretaker Kelly Ramsey: Ramsey addressed Committee noting status of park opening, cleaning and status of permit approval for fireworks. Ramsey noted status of camp reservations due to change in fees, discussion.

DPW Supervisor Mayor Bole: Bole addressed Committee noting bid status for Carpet at FIA and Annex. Committee noted one bid received from Stone Mountain. Bid opened from the one bid received of Stone Mountain; bid for DHS/FIA Building of \$37,340.00; bid for Annex-Dispatch Area of \$17,990.00. Discussion, Bole noted funds available for roof repair as well as carpet.

Consensus to Motion to approve Stone Mountain carpet sealed bid received 4-10-2018 for \$37,340.00 for DHS/FIA building. Consensus to Motion to approve Stone Mountain carpet sealed bid received 4-10-2018 for Annex (excluding Dispatch) area for \$14,400.00 (with review of addition of Dispatch area if needed) (Line items to be provided). Discussion regarding upcoming building and grounds repairs. Discussion regarding Trout Festival activities; Bole noted no concerns at this time.

Discussion regarding gas bids, RFP's for energy lighting and lease agreements from CMH and DDH; Bole noted pending meeting with gas vendor for brokerage of gas fees. Discussion regarding Recycle parking lot RFP, to go to Committee Chair before counsel.

McKinnon requested recommendations for cost analysis for county grounds expense for review of user fees by Parks and Rec; discussion; consensus to review with past expenses; noted need for list of user groups; noted water wells at Civic Center and horse arena; discussion regarding building of structures

Parks and Recreation Chair John Rogers: Rogers addressed Committee (advised no written report); noted pool fees were reviewed at Parks and Rec with no recommendations at this time; noted recommendations (noted minutes not available) from Parks and Rec were to reduce fees from the prior fee schedule to half; for the hall and kitchen to \$150.00; Gym to \$100.00; Pavilion to \$30.00; and Grand Stand to \$60.00. Discussion; noted inquiry as to basis of original

fee schedule from 1998; noted calculation of actual cost of grounds/buildings is needed for comparison for prior fee schedules; noted concern that prior fees and ground use has not been monitored or enforced; Committee noted intent is not to profit but to assist with expense; noted continued request for in-kind service and stakeholder calculations.

Rogers requested clarification for user groups Parks and Rec is to be working with (noted previous March letter from Parks and Rec) ie: current Kaliseum, Horse Arena and Log Lake fee schedules were already approved by the Board of Commissioners.

Rogers noted Parks and Rec was a lengthy meeting with considerable public input; noted a continued vacancy, requesting representation by all user groups; Rogers noted he will be resigning from Parks and Rec due to time constraints. Discussion, user groups noted as baseball, soccer, Fair, horse and Kaliseum. Rogers noted his resignation from Parks and Rec as 12:32 PM (to provide written resignation); McKinnon noted appreciation for Rogers's assistance on the Parks and Recreation Committee.

Public Input:

Dawn Moses: Moses addressed Committee noting her concern of Board decisions on the community, need for communication, noted lengthy time awaiting Board decisions on fees.

Ryan Williams: Williams noted his continued inquiry as to the swim team options at the Kaliseum; noted his disagreement with the Director's cost calculations for the pool area and his concern to provide the pool for the swim team. (McKinnon noted fee schedule was set by prior Board of Commissioners; noted his agreement with improved communication needs.)

DPW Bole noted Sheriff advised no need for carpet in dispatch at this time.

Committee reviewed agenda items.

Committee inquired of DPW Bole as to cost information provided for fair grounds area; Bole noted figures were for mowing only.

McKinnon noted pool and boiler repairs at Kaliseum; prior discussion regarding DDA and millage obligations were reviewed to determine that the Kaliseum is not in DDA district;

Public Input: None

Meeting adjourned at 12:55 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:09 PM. Present Commissioners Craig Crambell, Patty Cox and Truman Bicum and Deputy County Clerk Dawn Balhorn. Absent Commissioner Fisher.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee noting absences pending for a deputy position following the Undersheriff retirement and a Special Operations position for ORV and Marine; Whiteford noted a continued pending employee vacancy due to pending legal recommendations and may need to fill with a part-time person. Discussion regarding potential county auction, Sheriff noted sometime in or after June.

Consensus to Motion to approve Resolution 2018-21 to lift the hiring freeze to allow the Sheriff to fill a pending deputy vacancy. Consensus to Motion to approve Resolution 2018-22 to lift the hiring freeze to allow the Sheriff to fill Special Operations ORV/Marine vacancy.

Housekeeping, Irene Daniels: Daniels addressed Committee noting upcoming retirement of housekeeping staff. **Consensus to Motion to approve Resolution 2018-23 to lift the hiring freeze to allow Daniels to fill the vacancy for a Housekeeping custodian.**

Chair Crambell called for review of amendment of Resolution 2018-02. Discussion; **consensus to Motion to approve amendment of Resolution 2018-02 as proposed with corrected wage consistent with Teamster’s contract.**

COA Director Jodi Willison: Absent. Committee review request for COA janitor vacancy. **Consensus to Motion to approve Resolution 2018-24 to lift the hiring freeze to allow the COA Director to fill the COA Janitor vacancy.**

Public Input: None

Meeting adjourned at 1:17 PM.

Finance: 3:00 PM

Meeting called to order by Committee Chair Cox at 2:00 PM. Present Commissioners Patty Cox, Truman Bicum, Stuart McKinnon and Deputy County Clerk Dawn Balhorn. Absent Commissioner Fisher.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford noted budget amendment requests from Finance meeting 5-8-2018; request to review Rite Aid bill payments weekly rather than monthly. Discussion; noted Post Approved Policy currently addresses credit card payment that could include the prescription purchases for the jail.

Whiteford advised he was preparing his report for the stipend review for IT. Cox noted she was collecting all before presenting for review at Committee. Discussion regarding statutory duties; Whiteford to provide outline of duties versus additional services he provides for Board review.

County Treasurer Valerie Thornburg: Thornburg addressed Committee providing 2018 Foreclosed Properties, noted ‘First Rights of Refusal’; also noted reduction in foreclosed properties. Discussion, Board to review and send to Equalization for location review and recommendations.

Thornburg provided 1st Quarter investment review/bank reconciliations with corrections; advised continued communication with Accountant Hervey and bank with BS&A during bank transition; request review by Accountant due to banking transition issues.

Deputy Clerk Balhorn noted credit card payments are paid weekly; to review with Clerk and Sheriff.

Court Administrator Teresa Hill and Sobriety Court Director and Crawford County Court Administrator Julie McDonald: McDonald noted history of sobriety court provided by grant funding and overseen by Crawford County in 2014; noted qualifications for program offenders; noted Crawford County decided to withdraw from the program due to minimal participation, difference of opinion with Judge's oversight and new requirements, costs, court time, etc.; looking at alternative county options; McDonald noted currently 8 participants from Kankaska County; no obligations to continue programs, funding obligations and current grant continues for the 6 counties thru 2019. McDonald noted request for Kankaska County to be the judiciary county. McKinnon noted concern with political issues. McDonald noted this discussion commenced in the fall of 2017 with the new Court Administrator noting that the review due to funding and continued options. Discussion regarding program statistics, requirements and consequences; grant process; voluntary program with referral from Prosecutor and approval by the Judge. Discussion; Court Administrator Hill noted communications have commenced due to upcoming grant application process; participation fees; grant requirements; referral process commences from Prosecutor's office. Discussion regarding reduction in grant funding. McDonald to be on 5-16-2018 agenda.

Court Administrator Hill reported that the Law Library side office is recommended and can be approved for conference with Indigent Defense Counsel with appropriate signage and noise buffer (noted WRC office was SOM first choice), noted construction costs were not considered. (Discussion regarding Law Library funding, McDonald to forward information.) Hill noted recommendations for utilization of Law Library office space. Discussion, Hill to obtain costs and **Consensus to Motion to approve Indigent Defense Plan with office location as discussed.**

Cox noted review of Budget Amendments and bills were addressed at Finance 5-8-2018. Discussion regarding inquiry of Bank Jones Fund invoice from Treasurers office. McKinnon noted continued review of Housing contract in place with 3rd party administrator. Cox noted review of requested stipend report status. Discussion regarding Elected Official and Appointed Department Heads wage reviews and stipends.

Public Input: None

Meeting adjourned at 3:35 PM.

County Affairs: 7:00 PM

Meeting called to order by Committee Chair Fisher at 7:00 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and Deputy County Clerk Diane Doyle.

Public Input: None

Appointments:

IT Report: Sheriff Whiteford noted continued communications with AT&T with concern in spite of AT&T contracts the County is being charged out of contract prices; Discussion, Whiteford noted communication with AT&T representative Claudius on 5-8-2018 and review over overcharging; noted 3 canceled lines from May 2017 remain being charged; noted approx \$10,000.00 overpayment with recommendations to hold payments until corrected and was

discussed with AT&T representative. **Consensus to Motion to not pay the AT&T bill from the 1031 Account bill with May bill due date.** (To verify with Clerk's office that the two bills in questions are not in packet for approval.) Discussion regarding ongoing billing issues with AT&T and inconsistent billing with new contracts.

Whiteford noted PFN was increased with review of 2 payroll processing's; need was noted as a result; noted increase with reduced fees from PFN. **Consensus to Motion to amend PFN Contract to increase the bandwidth from 25 mb to 50 mb at the reduced rate of \$445.00 per month.**

Whiteford noted need for review of County website access policy; IT to review and propose policy wording; noted the County website oversight by the Board of Commissioners; each Department website is responsible by the Department Head.

Sheriff Whiteford: Whiteford noted request for local 911 inter local agreement with surrounding counties; assists counties to assist each other in emergencies; open approved document will need to be re-drafted for all counties signatures. **Consensus to Motion to authorize the Chair to enter into First Amendment to Interlocal Agreement for NG 911 Call Handling System Project.** Discussion.

Whiteford noted Rotary waiver fee unknown yet from Annual Chicken BBQ; Committee noted use of current fee schedule reduction would be appropriate, will review at DPW in June.

Whiteford provided the 2018 National Police Officers Proclamation for Board support. **Consensus to Motion for the BOC recognize and support the 2018 National Police Officers Week Proclamation May 13, 2018 through May 19, 2018.** Committee noted Memorial services on 5-16-2018 at noon; memo to BOC to sign document.

Whiteford noted request for Undersheriff to purchase firearm; Committee noted Policy 400F allows with no action needed.

Whiteford noted proposed Animal Shelter contracts were provided for Board review; provided review by counsel for insurance and expectations. Discussion, would eliminate clerk position and shelter building. Whiteford noted request to maintain spay/neuter program, continue adoption options thru agreement and licensing of animals if required; fees to be reviewed by BOC. Discussion noting payment agreement and liability with funding upfront; to inquiry of counsel as to protection for upfront funding. Discussion regarding Animal Control millage; Whiteford to review RFP with counsel. **Consensus to Motion to submit RFP to provide animal shelter services for Kalkaska County using proposed language.**

Networks Northwest, Terry Vandercook: Vandercook addressed Committee regarding Networks Northwest resources including adult education; noted request for office space in Kalkaska area of 800 square feet. Discussion regarding possible office space; consensus there is no available space at this time.

Chair Fisher called for review of Agenda items:

OPIOID litigation review; discussion; consensus to table.

Non-Union Longevity Policy; discussion regarding language intent and clarification. **Consensus to Motion to amend 12.9 Longevity Payments, page 36 of Non-Union Policy to read in second**

sentence after 2013, (in red) “The start date for the calculation for the eligible employees will be January 1, 2013 or their hire date, whichever is later.”

Resolution regarding Indigent Defense Counsel. **Consensus to Motion to approve Resolution 2018-25 Opposing Amendatory Legislation to Michigan Public Act 93 of 2013 regarding Indigent Defense Commission.**

County Rules and Regulations of Log Lake and Kaliseum Director duties, review of counsel recommendations; consensus counsel opinion confidential, review with Sheriff and directors of Log Lake, Kaliseum and COA with future affirmative authority directive.

Notice of upcoming Viet Nam Moving Wall memorial 5-17-2018.

Sheriff Whiteford provided 2017 Kalkaska Sheriff Office Annual Report.

Public Input: None

Meeting adjourned at 8:47 PM.

Respectfully submitted:

Deborah Hill, Kalkaska County Clerk and
Clerk of Board of Commissioners

Stuart McKinnon, Chair of
Kalkaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.